

## BATTLE CREEK POLICE & FIRE PENSION POLICY

MARCH 21, 2005

SUBJECT: DOMESTIC RELATIONS ORDERS POLICY

PURPOSE: To establish a reasonable procedure to determine if a domestic relations order is an eligible domestic relations order (EDRO).

- Sample Orders. The board may provide sample orders for use by its members. It should be noted that a sample is a form only and the parties and/or their attorneys must conduct their own research and investigation of the plan provisions and applicable law, including the EDRO Act.
- The board should acknowledge an individual member's right to privacy and may require requests for personal retirement data by third parties to be accompanied by written permission or a court entered order or subpoena.
- The parties to a domestic relations proceeding should be encouraged to forward their proposed EDRO or other applicable order to the pension board for review prior to entry with the court. The board, through its actuary and/or legal representative, may review the proposed order for compliance with plan provisions and applicable law.
- The board should acknowledge receipt of all entered court orders by notifying the parties that will be affected by such order (the plan participant, the alternate payee and legal counsel for said parties).
- A copy of the order shall be provided to the Board's actuary for review and certification that the order does not increase plan costs.
- The participant is responsible for all costs incurred with the certification of a domestic relations order as an EDRO. Normal costs range from \$300 to \$1,000. **Payment must be received prior to final submission of pension benefit for payment.**

Harold Cripps  
Chairman  
Battle Creek Police & Fire Pension